

## 28 ORGANIZE THE FILE ROOM GRANTS AWARDED

### Central Pierce Fire and Rescue #6

#### **What types of storage issues are you facing and how is that impacting your ability to find records in a timely and efficient manner?**

The majority of our fire department records are stored in the attic of Fire Station 68, which is nearly five miles from our administration building. Attached you will find pictures of that storeroom. As you can see, it has reached its maximum capacity and is extremely unorganized. There is no inventory of records nor organization by file type. One must look through nearly the entire storeroom when trying to locate information to respond to records requests. We have run out of room at that location and have begun to store records at the administration building and our Training Center, which is located eight miles from the administration building. Storing at multiple locations causes a lot of wasted employee time having to travel to fill records requests. We recently had an ex-volunteer submit a records request for employee and training records. The request involved searching three locations for the information.

#### **How much money are you requesting? (Please include a cost breakdown.)**

Destruction services – Lemay Mobile Shredding –350-400 boxes from \$2,500-\$3,000  
Temporary Staff – 400 hours at \$7.20/hr = \$2,880.00  
TOTAL REQUEST - \$5,880.00

#### **What do you need?**

Records Destruction Services  
Temporary staff to assist/backfill for the project

#### **How will this help your agency's records management and public disclosure challenges?**

The grant award will allow us to inventory and organize our records to better respond to public records requests. The majority of the grant money would be used to hire temporary staff to inventory paper documents, scan, index, and save documents in electronic format. Moving to electronic records and indexing would provide for easier identification and retrieval of records which, in turn, would provide for faster responses to public records requests. There would be no more driving around the district to multiple locations to find information. We have approximately 84 cubic feet of documents that qualify to be "scanned and tossed".

In addition to scanning and tossing documents, temporary staff would assist with organizing the destruction of records that have met their retention requirement. We estimate that nearly 300 cubic feet of records have met their requirement and could be destroyed. Many of those boxes are stored on the floor and are constantly being shuffled around to make room to search throughout other boxes. This process will also make available valuable space at Station 68 for storing firefighting and EMS equipment.

Employing students through Pacific Lutheran University's intern program would afford us the opportunity to pay 60% of their program's established rate of \$12/hr (our cost \$7.20/hr). This, of course, will make the grant dollars go further.

The District's administration building remodel was complete in November 2017 and includes a records room. Our goal is to move only records from Station 68 and the Training Center to the new records room that have

not reached their retention requirement or must be retained in hard copy format until they are transferred to state archives. Without this grant, it seems unlikely we will reach our records management goal any time soon.

**Amount funded:** \$5,800

### **City of Colfax**

#### **What types of storage issues are you facing and how is that impacting your ability to find records in a timely and efficient manner?**

Our maps are currently being stored in several rooms off of a mechanical shop. We do not have proper storage and they are rolled up, strewn and stacked up throughout the room, as seen in the pictures. Within the last of couple years we sent them to Cheney, Washington to State Archives to have them scanned in and stored. Due to our lack of proper storage for the maps they could not be scanned, because of the strong smell of gasoline. In order to sort through the maps to find what map a citizen is requesting we have to dig through piles of unorganized maps to find the correct map, which takes an extended amount of time.

The storage room also has file boxes stacked around the room with no place to go, but the floor. Metal shelving would help to get the boxes up off the floor and organized so that we would be able to see what is in each box and be able to get into each box quickly when needed. Older records are stored in this room before they reach their destroy time. It would be beneficial to have all of the boxes organized in a fashion that an individual can go in and find the box that holds the record to fulfill the request.

#### **How much money are you requesting? (Please include a cost breakdown.)**

Map Boxes ranging in price from \$52.99-\$90.99 (60 Boxes) \$4000

Metal Shelves- 10 @ \$102.95 +tax/shipping \$1500

Total Requested \$5500

#### **What do you need?**

Metal shelving

Map boxes

#### **How will this help your agency's records management and public disclosure challenges?**

The organization of our map room limits our ability to handle records requests in a timely fashion. We have to sort through piles of maps in order to find the correct map requested. The maps are also subject to strong odors from the mechanical shop where they are stored, due to lack of correct storage. Boxes are currently strewn around the room with no place to go, as well. With metal shelving we would be able to organize them in a way that would help us to quickly be able to access records when fulfilling requests and keep all records from being subject to mold or water damage if there were a flood. All boxes would have a place on a shelf. We would also be able to create a system in order to archive records once they have met retention. The records stored in this room are the older records from the City, which are closer to their retention. The metal shelves would help us to better create a system that allows us to pull the boxes that need to go throughout the year to create room for the incoming boxes. Thus keeping all records organized and easily accessible when doing records requests, especially for older records that are not handled as much.

**Amount funded:** \$5,500

## **City of DuPont**

### **What types of storage issues are you facing and how is that impacting your ability to find records in a timely and efficient manner?**

Our City was moved to our current location 10 years ago. In that move, files were stored in various locations and continued to be stored in those locations and are not organized. In one facility files are stored in the staff bathroom.

City files are not indexed nor organized in any manner which makes searching for documents hard. To add to that complexity, we have had a huge turnover in staff over the past three to five years. Therefore staff does not really know what files they have from previous staff, which leaves the city with a huge risk for not finding responsive records for public records request.

### **How much money are you requesting? (Please include a cost breakdown.)**

\$8300

Temporary Staff-400 hours @\$20.00 per hour =\$8,000

Destruction Services=\$300

### **What do you need?**

Records Destruction Services

Training on how to conduct an inventory/sort through records/apply records retention schedules

Temporary staff to assist/backfill for the project

### **How will this help your agency's records management and public disclosure challenges?**

Receiving this grant from the State Archives will allow the City to organize, index, and archive essential records.

The City will then be able to move on to the next phase of digital archiving. All of the files will be centralized allowing for the ease of locating records and also the preservation of records. This will save the staff numerous hours of searching for responsive records when responding to public records request. It will also mitigate the risk involved with missing responsive records when filling a public records request.

When a public records comes into the City now, it takes sometimes weeks or months to fill a simple request because staff just does not know what records they have or where they are located. By having records indexed, organized and transferred to State Archives there will be fewer records to locate and review when a public records request is submitted.

**Amount funded:** \$8,300

## **City of Gold Bar**

### **What types of storage issues are you facing and how is that impacting your ability to find records in a timely and efficient manner?**

The City of Gold Bar has struggled with staff turnover and limited funding sources which has not allowed the City to set up a proper file room for records. Staff works with unsafe stacks of reused banker boxes that have to be lifted and moved in order to access needed records. The current storage issues also result in delayed responses to the public records requests which could be streamlined in a more orderly system.

**How much money are you requesting? (Please include a cost breakdown.)**

\$2065.21

The cost of metal shelving \$300.00 per shelf (U-line) H5377 69X15X84 or 69X30X84 6 shelves= \$1800.00

Banker Boxes \$79.98 (2- 20packs)

Markers and Labels \$25.00

Tax \$160.23

**What do you need?**

Supplies

**How will this help your agency's records management and public disclosure challenges?**

An implemented and improved system would streamline identifying and locating records. Because of the City's extremely high volume of record requests, having an organized system would also greatly improve the City's ability to handle that volume. Just as importantly, an improved storage system, in particular shelving, would improve employee safety and reduce risks.

**Amount funded:** \$2,100

**City of Ilwaco**

**What types of storage issues are you facing and how is that impacting your ability to find records in a timely and efficient manner?**

Large amount of personnel turnover, lack of continuity/leadership, and a very busy small city office has led to disorganization and files not easy to find. Files are in 2 locations with very little organization and files are not being destroyed and/or archived as required. I have only been in the position of city clerk for a year now and I will be replacing my assistant in May, if not sooner and would like to start with a freshly organized record system.

**How much money are you requesting? (Please include a cost breakdown.)**

Three large lateral filing cabinet measures 52 1/2"H x 42"W x 18 5/8"D – 3 @ \$480 each = \$1440

Boxes – WSRC – 100 boxes at \$2.50/ per box = \$250

Destruction Services – Shred-It - 50 boxes from \$500

Temporary Staff – 40 hours at \$15.00 / hr = \$600

= \$2790

**What do you need?**

Metal Shelving

Boxes (from Washington State Archives)

Records Destruction Services

Training on how to conduct an inventory/sort through records/apply records retention schedules

Temporary staff to assist/backfill for the project

**How will this help your agency's records management and public disclosure challenges?**

It has been challenging and consumes a lot of time to try to find files that are not where one would think they should be, so it would help with productivity by cutting down on the time it takes to find things. Destroying/archiving things will free up room to organize and make things easier to find as well.

**Amount funded:** \$2,800

**City of Pateros****What types of storage issues are you facing and how is that impacting your ability to find records in a timely and efficient manner?**

The City has several places where it keeps records, the vault, the records room, and the attic. The files in the attic are so deep and disorganized, the only way to search is opening each box to see what files it contains. It does not appear that much has been thrown out or archived since the 1960s. We purchased shelving for the records room about two years ago, and with organization believe that we have enough room to house all the records in that room and the vault.

**How much money are you requesting? (Please include a cost breakdown.)**

Boxes - Office Depot - 100 banker boxes \$350.00

Destruction Services - Office Depot - \$1.29 per pound. Estimate 800-1200 pounds \$1,032-\$1,548

Temporary Staff - 160 hours at \$12.50/hr = \$2000.00

= \$3898.00

**What do you need?**

Boxes (from Washington State Archives)

Records Destruction Services

Training on how to conduct an inventory/sort through records/apply records retention schedules

Temporary staff to assist/backfill for the project

**How will this help your agency's records management and public disclosure challenges?**

Getting this grant would allow us to inventory our records. It is an understatement to claim the pile of records that needs organized is daunting. Organization would identify what was in each box; what we could dispose of; and what needed digitally archived or transferred to the Washington State Archives. The records would be stored in new, labeled boxes, in the records room or in a more accessible place in the attic. Although we believe with proper organization all the records will store neatly in the records room. We have shelving available and would make a convenient place in the attic for additional storage space. With proper inventory we would have less files to dig through and staff time would be greatly reduced during a PRR. We are a small City with a small staff. We wear many hats, and our experience with PRRs is they can be very disruptive to our normal duties.

**Amount funded:** \$4,000

## **City of Poulsbo Police Dept.**

### **What types of storage issues are you facing and how is that impacting your ability to find records in a timely and efficient manner?**

We currently have file cabinets throughout the department as well as several banker boxes that contain records. We also use a caged area in our car garage. The garage area is extremely disorganized from searching for items. The records are deteriorating in old boxes which is due to the moisture from weather conditions. There is very limited amount of shelving in the room and most of the boxes are in stacks on the floor. We have no index to what is in the boxes or currently kept in the garage, so it takes a long time to find files. The last time I search for items I had to request an Officer to remove boxes from the top shelf that were too high and too heavy to move. Aside from costing staff time & safety, records deteriorating, the disorganization also effects our response time in locating our records for disclosures and departmental request.

### **How much money are you requesting? (Please include a cost breakdown.)**

Cost Breakdown: \$5,115

Shelving - ULINE H-2428-86 72x36x86 4 shelves (5) at 369.00 each = 1845.00

Boxes - WSRC (30) boxes at 2.50 per box 75.00

Boxes - Amazon 20 banker boxes at 38.00 (5) at 39.00 = 195.00

Temporary Staff - 200 hours at \$15.00 = 3000.00

### **What do you need?**

Metal Shelving

Boxes (from Washington State Archives)

Records Destruction Services

Training on how to conduct an inventory/sort through records/apply records retention schedules

Temporary staff to assist/backfill for the project

### **How will this help your agency's records management and public disclosure challenges?**

This grant will help us inventory our records so that we know what records we have and what records we can destroy or archive with the State. It will also help with the retrieval of our records when under deadlines on records requests. Having our records organized will turn a lengthy unsafe search into a quick user friendly environment. With the records being organized it will speed up our response time as well as give the department an idea where to look for the records or if we have them.

**Amount funded:** \$5,200

## **City of Roy**

### **What types of storage issues are you facing and how is that impacting your ability to find records in a timely and efficient manner?**

We do not have a storage problem; we have problems with organization. Current staff inherited records that were in disarray, had not been dispositioned in years, and had no filing system for managing retention. The excess records require both space and additional time, in searching for records responsive to requests for public disclosure and in managing retention and disposition.

**How much money are you requesting? (Please include a cost breakdown.)**

We request \$6,737.87 for temporary additional staff hours as follows:

\* \$5,463.12 wages for 312 hours at \$17.51

\* \$1,163.87 for employer's contributions on wages above (FICA/Medicare, PERS II retirement, unemployment, L&I)

\* \$110.88 employer's portion of dental/vision insurance applicable to 312 hours

**What do you need?**

Temporary staff to assist/backfill for the project

**How will this help your agency's records management and public disclosure challenges?**

We request a grant to cover the costs of employing our clerk assistant for an additional 8 hours per week for 39 weeks at \$17.51 per hour plus payroll and benefits costs. Our 2018 budget authorizes the clerk assistant to work 26 hours per week. Using the same employee for these additional hours will eliminate the need to spend time training a new, temporary employee.

For 2017 the Roy City Council authorized 8 additional hours per week for 9 months for the clerk assistant to spend dispositioning records that were beyond their retention periods. We paid for these hours with General Fund beginning balance that was higher than had been projected. The additional hours allowed us to sort through and log more than 50 boxes of many types of records, which were then destroyed by a mobile shredding service. That activity resulted in opening space in the storage room to continue to work on dispositioning the more complicated, and therefore more time-consuming, types of records. That activity also served as a training tool to give the clerk assistant the foundation to understand the process, to use the retention schedules, and to learn what types of records the city creates and receives.

We still have boxes of records in the storage room that are past their retention periods, as well as files to go through in the main office area. Before we can go much further, we need to create a filing system that meets the needs of this small city and can streamline future records management and disposition. Creating a filing system will require the attention of both the clerk assistant and the city clerk-treasurer. (The clerk-treasurer has registered for "Making Records Management Work in Your Agency" to help her with this.) Additional hours worked by the clerk assistant can free up the clerk-treasurer's time for this purpose. Additional hours worked by the clerk assistant can then be spent setting up physical files according to the new filing system and continuing to disposition old records. We have been compiling records to send to the Washington State Archives and will also need additional hours to finish that process.

We also need the filing system for our electronic records, mostly email, which are completely unorganized. Once the filing system is created, the clerk assistant will be able to set it up on the server and help other staff members organize their electronic records.

**Amount funded:** \$6,800

**City of Sammamish**

**What types of storage issues are you facing and how is that impacting your ability to find records in a timely and efficient manner?**

The City of Sammamish was incorporated in 1999 and has been growing rapidly ever since – along with its number of records. Since incorporation, each department has been responsible for its own records

organization, retention, and storage. This system is no longer serving the City's needs. When a public records request is received, City Clerk's Office staff spend more time looking for records than providing them, and then aren't confident that all responsive records have been located. To address this, the City is looking for a more centralized approach to its records management. The first step of this process will be to conduct an inventory of its records. A grant of \$10,000 would allow the City to conduct an inventory this year rather than in 2019-20, assuming it is approved in the next budget cycle.

Currently, our physical (paper) records are scattered across three locations: the City Hall building, the Maintenance and Operations Center (MOC) building, and our storage facility (Iron Mountain). The records within City Hall are stored in locations ranging from designated storage rooms to filing cabinets in hallways, staff cubicles and offices, and random hidey-holes staff has found which the Clerks are unaware of. The records at Iron Mountain have been inventoried, though as the inventory was initially conducted under a tight schedule and the Clerk's Office has not always been involved in additions to the inventory list, there is not full confidence as to its accuracy. This causes hesitation in destruction of the records when retention schedules come due, wasting City funds to retrieve the boxes and staff time to review the records prior to destruction rather than having them automatically destroyed by Iron Mountain. The files at the MOC location are a mystery as the Clerk's Office is based out of the main City Hall location and rarely visit the MOC building.

The City's electronic records are also scattered between a shared network drive, individual network drives, computer hard disks, external storage drives, various software programs, cloud storage, and possibly other locations the Clerk's Office either doesn't have access to or is unaware exist as the Clerk's Office is rarely consulted when new equipment or software are acquired.

Since 2013, the City of Sammamish has paid \$125,000 to settle two claims of violations of the Public Records Act. To prevent further claims, the City is interested in taking the necessary steps to properly organize and manage its records and has created a dedicated, full-time Records Manager staff position which City Clerk, Melonie Anderson, will transition into within the next year. This grant would allow the City to conduct its much-needed inventory and start its records management project on the right foot.

To conduct an inventory of both physical and electronic records, the City aims to hire an intern to conduct in-person interviews with all City staff at both City locations and determine what records are being kept where. From this, the inventory with retention schedules will be compiled. If records are located which are allowed to be immediately destroyed, we will have shredding bins on hand for their proper disposal. If time and funds allow, records will be retrieved from Iron Mountain and their inventory verified.

**How much money are you requesting? (Please include a cost breakdown.)**

The City of Sammamish is requesting a \$10,000 grant to put toward temporary staff and supplies to take a proper inventory of all City records over a 4-month period during the Summer of 2018. We expect to locate records past their retention period. Should they be able to be destroyed immediately, we are also requesting funds to assist with that.

**Cost Breakdown:**

- Temporary Staff – 640 hours (4 months @ 40 hrs/wk) @ \$15.00/hr = \$9,600
- Destruction Services – Iron Mountain – 2 shredding bins for 4 months at \$75/month = \$300
- Supplies for taking inventory (pens, notepads, etc.) = \$100.00

TOTAL = \$10,000

**What do you need?**

Records Destruction Services

Training on how to conduct an inventory/sort through records/apply records retention schedules

Temporary staff to assist/backfill for the project

**How will this help your agency's records management and public disclosure challenges?**

A full inventory of the City's records will allow City Clerk's Office staff to confidently and expediently fulfill public records requests, reducing time spent on fulfilling requests and risk of non-compliance with the Public Records Act, saving requestors and staff time and the City money. The records inventory will also inform upcoming conversations regarding the City's need for a records management system and subsequent technology and equipment requirements.

**Amount funded:** \$10,000

**City of Tenino****What types of storage issues are you facing and how is that impacting your ability to find records in a timely and efficient manner?**

The City's archives are currently located in a space underneath the access steps to City Hall. While an adequate space, it has, for years, been subject to water leaking on a large scale. Consequently, many boxes of records have been extensively damaged by water, and some boxes have moldered. The City arranged for a site visit by Office of the State Archivist personnel, who helped reduce the volume of materials in the archive area, but there are a significant amount of records that remain that must be inventoried, properly categorized, packaged for appropriately for final disposition, and then either transferred, properly archived, or destroyed as per the appropriate Retention Schedule. Ms. Tracy Rebstock, SW District, is very familiar with the conditions of our records here in Tenino.

The City has three full-time personnel, all of whom are completely engaged in performing their primary duties. While these three employees have been paying more attention to appropriately retaining the City's latest records, in order to properly transfer, permanently archive, or destroy the remaining materials will require additional personnel dedicated to the effort.

**How much money are you requesting? (Please include a cost breakdown.)**

\$2500.00

We envision hiring a temporary employee at the City's starting wage for an Admin Clerk: \$16.49 per hour

We envision this employee working 8 hours per day, four days a week, for four weeks for a total labor cost of \$2123.52

The City's cost for L&I would be: \$16.04 (128 hours) The City's cost for other payroll taxes would be: \$254.83 (\$2123.42) (Actual costs would appear to be \$2394.39, but we rounded up to \$2500.00 as a contingency.)

**What do you need?**

Training on how to conduct an inventory/sort through records/apply records retention schedules

Temporary staff to assist/backfill for the project

**How will this help your agency's records management and public disclosure challenges?**

The end-state envisioned for this project is:

All records currently in the City's archives would be properly stored and labeled to facilitate final disposition. All records that should have been transferred to the State Archivist for permanent retention by the State Archives will be so transferred.

**Amount funded:** \$2,500

**City of Washougal****What types of storage issues are you facing and how is that impacting your ability to find records in a timely and efficient manner?**

The City of Washougal needs to develop and establish a uniform records system. Without a standard retention program locating records is based on employee's institutional knowledge; past filing practices. This is problematic when staff turnover occurs and no master list or database is available for reference. Proper notation of record disposal is also absent.

Training: Currently each department has its own method of labeling files and records based on their varying understanding of records retention. These concerns could be addressed and overcome with additional training so that records could be properly identified, labeled, and sorted upon creation.

Temporary staffing: We've experienced a reduction of administrative staff over the past several years leaving no one to focus on this much needed task. We also have limited space resulting in records being stored wherever a space can accommodate a box or file cabinet including the lunch/break room.

**How much money are you requesting? (Please include a cost breakdown.)**

Temporary staff = 360 x \$18 = \$6,480

Destruction services = Iron Mountain 30-40 boxes \$600 - \$1000

Total ask \$7,480

**What do you need?**

Boxes (from Washington State Archives)

Records Destruction Services

Training on how to conduct an inventory/sort through records/apply records retention schedules

Temporary staff to assist/backfill for the project

**How will this help your agency's records management and public disclosure challenges?**

Receipt of this grant would enable the City of Washougal to establish a records system for city hall. We could hire a temporary staff person to focus on identifying, labeling and organizing our records and relocating them to their property location. Training would enable us to establish uniformity in our record system so that staff has a clearer understanding on how to properly label, organized, archive, and dispose of records moving forward.

**Amount funded:** \$7,500

## **City of Westport**

### **What types of storage issues are you facing and how is that impacting your ability to find records in a timely and efficient manner?**

The Police records archives is disorganized and has records dated back to the 1980's. The labeling and overall organization of the records are definitely lacking and can be challenging at best to locate records. The boxes are deteriorating and currently labels are falling off or missing. The City records and court records are kept at a different location. They lack shelving, storage boxes, and overall records organization. All of this equals spending more time to locate records, keeping unnecessary records that could expose our city to possible legal issues, and overall safe working conditions with employees handling deteriorating boxes & lack of safe shelving.

### **How much money are you requesting? (Please include a cost breakdown.)**

The City of Westport would like to ask for a grant in the amount of \$5560.00. To purchase the following products, services, and to cover employee wages.

- Shelving- ULINE H-5378 4 shelves at \$265.00= \$1060
- Boxes- WSRC 100 boxes at \$2.50/ per box= \$250.00
- Destruction Services- LeMay Mobile Shredding 1 day \$900.00
- Employee Wage- 100 hours X \$33.50= \$3350.00

### **What do you need?**

Metal Shelving  
Boxes (from Washington State Archives)  
Records Destruction Services

### **How will this help your agency's records management and public disclosure challenges?**

Getting this grant will allow us to inventory our records so that we know which records are stored in which boxes. the records will be stored in new, clean boxes, on safe shelves preventing possible injuries. We will also be able to dispose of records that have met retention and need to be destroyed to prevent possible legal liabilities. We will also have fewer records that are well organized minimizing the time spent searching for certain requested records. This grant is going to save us time and money while working more efficiently.

Thank you for your time and consideration. If you have any questions please contact me at (360) 268-9197.

Respectfully submitted,  
Senior Officer Kevin D. Chaufy

**Amount funded:** \$5,000

## **Cowlitz 2 Fire and Rescue**

### **What types of storage issues are you facing and how is that impacting your ability to find records in a timely and efficient manner?**

Recently, we had a significant staff change and the person previously tasked with maintaining the records left the department. The rest of the office staff, in addition to absorbing other duties, is now tasked with maintaining our records.

Our staff has put in great effort in to face this challenge. We have attended Open Government trainings and online trainings provided by the Attorney General's Office, evaluated records in our main office, and organized the file room in our main building. However, our long term file storage area is another story.

Our long term storage is in a separate building on our property, and stores files from the previous year through their destruction or archival date. Currently, documents are kept in an assortment of boxes stacked on the floor and on shelves. The boxes are not organized and often contain unrelated records. Most have labels, but the labels are either incomplete or wrong. Records are not organized in any logical manner, and a variety of box shapes and sizes are used. This summer, our department was audited by the Washington State Auditor's Office. Our new Financial Analyst spent hours every evening of their visit searching through individual boxes to find requested documents. A need for documents regarding a bridge access lawsuit took weeks to collect. The storage area is further complicated by the space it occupies. It is located on a custom built mezzanine, and the ceiling is very low on the sides of the space, which limits the use of conventional shelving.

As of now, there is no organization to the long term storage file room, and our staff is new to records management. We would be extremely appreciative of your help!

**How much money are you requesting? (Please include a cost breakdown.)**

We are requesting a total of \$5,014.82 in funds to accomplish our project. \$650 would purchase shelving units for the space that can be customized to fit the space (<https://www.officedepot.com/a/products/146748/Honey-Can-Do-Steel-Shelving-Support/> and <https://www.officedepot.com/a/products/741549/Honey-Can-Do-Plated-Steel-Shelf/> ) and \$500 would purchase boxes for file storage (200 boxes at \$2.50 a box from the WA State Archives). \$50 would be for a label system for the shelving to keep files organized (<https://www.officedepot.com/a/products/733243/MasterVision-2-x1-Magnetic-Data-Cards/> and <https://www.officedepot.com/a/products/733306/MasterVision-Magnetic-Data-Card-Refills-1/> ). All purchases include 8.1% sales tax.

\$3,314.82 would be spent on a temporary employee to cover the reception duties of the Fire Secretary who will be organizing the file room. This is the total cost of compensation for a temporary employee for eight hours a day for four weeks. \$500 would be for a pickup by the shredding company for records destruction (\$200 visit charge plus \$9.20 per box, - 30 boxes).

**What do you need?**

- Metal Shelving
- Boxes (from Washington State Archives)
- Records Destruction Services
- Training on how to conduct an inventory/sort through records/apply records retention schedules
- Temporary staff to assist/backfill for the project

**How will this help your agency's records management and public disclosure challenges?**

This project will transform our long term records storage from a mess that we dread visiting to an efficient and clean storage room. No longer will we have to spend hours or days searching for records, as we will be able to find them in their assigned spot instead of being mixed in with other records. It will also help us to effectively and efficiently manage our records, and allowing us to know when records should be destroyed or sent to the state archives. It will also save time when adding new records to the room at the end of each year.

**Amount funded:** \$5,100

## **King County FPD #50**

### **What types of storage issues are you facing and how is that impacting your ability to find records in a timely and efficient manner?**

We have limited storage areas and proper storage management. This is due to that we have limited room for everything and limited budget. Our main storage cabinets that lock are wood, they are 26 years old and have needed some repairs. Because of wood they take up a lot of space in our main/only office that is the most heat controlled area (only 420 square feet) for all operations pretty much including Kitchen area. We have been able to get one small locking metal cabinet next to my desk and one large metal locking 4 drawer. We another metal one but it is not locking. We still have records spread around trying to secure them as much as possible. We have made a lot of progress since prior management, but still have improvements to be made. Our stations are forty years old, just pole buildings, we are in the mountains so at times rodents can be an issue as well.

### **How much money are you requesting? (Please include a cost breakdown.)**

Would like fire cabinets: 3 Fire File cabinets 3297, Tax 284, Shipping free, total 3646

If funding fire rated not acceptable we can make additional metal locking work:3 Cabinets 1,194, Tax 103, shipping free, Total 1362

### **What do you need?**

Supplies

### **How will this help your agency's records management and public disclosure challenges?**

This would help us get most of our records in one area, secured, and more organized. We are almost all Volunteer agency and have limited funding and worker hours. As an emergency response agency at times we must spend long hours or days dealing with emergencies that can limit worker hours even more so any stream lining is great.

**Amount funded:** \$1,400

## **Kitsap County Sewer District #7**

### **What types of storage issues are you facing and how is that impacting your ability to find records in a timely and efficient manner?**

The sewer district's file room is disorganized. Most of our files are in deteriorating boxes or collapsing binders. In many cases important documents are combined with nonessential notes and communications, and many boxes simply contain loose leaf papers. Some files are organized by subject and others are grouped by time period, which makes targeted information difficult to research. We are in constant fear that we will not be able to meet public records request in a timely manner.

For decades a married couple managed the sewer district's operations. They lived across the sound in Bellevue and kept most historical district documents on their premises. When they retired in 2015, a part-time manager and part-time bookkeeper were contracted to continue district operations. All hard copy files are transferred from Bellevue to Bainbridge Island in that transition. Unfortunately, from mid-2015 through mid-2017, the transferred district records were not thoroughly reviewed or organized. A new district manager was

contracted in mid-2017, but the majority of the historical records still need to be reviewed to determine what information needs to be kept, should be kept, and how to keep it (indexed and documented).

**How much money are you requesting? (Please include a cost breakdown.)**

KCSD7 is requesting \$4,240.67 broken down as follows:

Shelving:	ULINE H-5378 69x30x84" (80 box capacity) – 2 shelves	\$ .	530.00
Map Cabinet:	Safeco Products 4973LG Medium File		702.60
Cabinet Base:	Facil flat file closed base for 4972LG Medium File .		240.67
Destruction:	Shredder –(Fellowes AutoMax 130-C)	\$469.98	
Shredder oil	18.00		
Shredder bags	48.56		
Lubricant sheets	17.25		
Power strip	9.92		
Power chord	13.50		584.06
Reproduction	11 x 17 – 400 copies .	72.00	
	8.5 x 11 – 1,000 copies	70.00	
	8.5 x 14 and other sizes	60.00	202.00
Boxes:	WSRD – 80 boxes at \$2.50 each		200.00
Subtotal of good purchased			2,459.33
Sales Tax:	currently 9.0%	221.34	
Total cost of goods			2,680.67
Temporary Staff:	contracted labor at \$13/hour (120 hours)		1,560.00
Total estimated costs of goods and services:		\$	4,240.67

**What do you need?**

Metal Shelving

Boxes (from Washington State Archives)

Training on how to conduct an inventory/sort through records/apply records retention schedules

Temporary staff to assist/backfill for the project

**How will this help your agency's records management and public disclosure challenges?**

Being awarded this grant will allow us to inventory our records properly and determine where they are stored through a clearly identified and coordinated indexing structure. The records will be stored in new boxes, organized in a planned order, and raised off the floor to guard from potential water damage. Additionally, we will be able to dispose of those documents that have met retention requirements in an appropriate way, and free up the clutter of having those unnecessary documents intermixed with key organizational documents that we are required to retain. Having our records reviewed, preened, indexed and organized will allow us to search our records manageable way pursuant to public records requests, and respond in a timely manner. This grant will give our commissioners "peace of mind" and let us become the transparent and responsive district that we strive to be.

**Amount funded:** \$4,300

## **Mason Transit Authority**

### **What types of storage issues are you facing and how is that impacting your ability to find records in a timely and efficient manner?**

For the past 18 months, we have established a location to be the records vault and working through the accumulation of paper records that had been saved agency-wide since MTA's inception (25 years) as there was no system in place. For documents that have not yet met their retention, we have developed a system to set up destruction dates and the recording thereof. There are still many more boxes to sort through as well as getting documents that should be sent to the Washington State Archives. Our records vault has been using makeshift wood stands that are only two shelves high and keep the boxes off of the floor. Metal shelving units would be ideal to make our records vault more space efficient in storing the paper records. Our finance records are stored behind a restricted/locked area and is running out of space, requiring more metal shelving units. We need a fireproof file cabinet to safely protect paper only records to be compliant with 49CFR Part 40 & 655, as well as retain the payroll paper records that have an extremely long retention timeline.

### **How much money are you requesting? (Please include a cost breakdown.)**

\$6,000 (\$3000 + tax for two drawer lateral fireproof file cabinet) and (\$750 + tax for 10 metal shelving units that have 5 shelves)(\$1,000 + tax for training) (\$1,000 + tax for temporary staff)

### **What do you need?**

Metal Shelving

Training on how to conduct an inventory/sort through records/apply records retention schedules

Temporary staff to assist/backfill for the project

### **How will this help your agency's records management and public disclosure challenges?**

As we continue to work through our records, we will be setting up an inventory system for the paper records. We will be working with Tracy Rebstock beginning in March to revamp our current management and retention of electronic documents in a way that makes it easier with retention management and a systematic way of storing electronic records for their specific lifecycle.

**Amount funded:** \$6,000

## **Pacific County FPD #1**

### **What types of storage issues are you facing and how is that impacting your ability to find records in a timely and efficient manner?**

Pacific County Fire District #1 has outgrown the current configuration of our records storage room. The eight (8) single shelf racks that we had acquired through this same grant program in 2008 fit well within this 13'2" by 11'6" room, but they only safely hold 120 boxes. We are currently starting to stack boxes two (2) high on top of the shelving units. These twenty-five (25) pound boxes cannot be retrieved by some employees due to the position and weight of the boxes. In addition, there is no room in our records storage room for any financial records from the last three (3) years. These boxes are currently stacked along a wall in an employee's office to keep them out of the way in the records storage room.

Inaccessibility of records boxes has delayed several records requests. We have always been able to comply with the allotted response time, but our fire district likes to be proactive rather than reactive in all things, including records management.

The types of records that consume most of our storage are fire and emergency medical services incident reports. We keep both of these types of records for eight (8) years since they are intermingled by date. In 2010, our call volume was 1743. Since that time, our incident call volume has increased by an average of 4.5% per year. Our call volume for the 2017 calendar year was 2425 incidents. In the past four (4) years, our call volume has increased by 9% each year. We already have an 11% increase in incidents compared to this time in 2017. More than three (3) of our current eight (8) shelving units are filled by incident reports due to this call volume increase. We expect this rate to continue to grow, and need to expand our storage capacity along with it.

Our fire district has looked into what alternative records storage options there are to help meet our increasing record volume. One idea is to digitally organize all records. There is a concern with the great time investment and personnel cost with this option. Our Board of Commissioners is also concerned with using software to digitally keep records. What would happen if that company goes out of business? There would be an ongoing fee for this option as well. The second option is to acquire a storage unit and keep records off-site. The main concern with this option is damage potential and security. One of our local law enforcement agencies recently had the lock cut to their records storage unit. We do not want to compromise any of the sensitive information that we store. Our final option is to purchase shelving that would allow us to maximize the onsite, secured space that we currently have for records.

We are asking for two (2) sliding shelving units which will hold a total of 210 boxes. These two (2) units will still give us room to keep one of our fifteen (15) box shelves we are currently using and our locked file cabinets. This new shelving will nearly double our storage capacity. We would like to mitigate this problem before it becomes a crisis. Unfortunately, it is not feasible for our district to purchase any shelving at this time due to budgetary constraints.

**How much money are you requesting? (Please include a cost breakdown.)**

We are requesting a grand total of \$9,171.77

- Shelving
  - o126 box slider shelf, storemorestore.com #SMS-25-B054BX4P7, \$5,678.99 (including tax)
  - o84 box slider shelf, storemorestore.com #SMS-25-T221BX4P7, \$3,267.78 (including tax)
- Records Storage Boxes
  - o90 @ \$2.50 each = \$225.00

**What do you need?**

Metal Shelving  
Boxes (from Washington State Archives)

**How will this help your agency's records management and public disclosure challenges?**

Procuring this grant will enable Pacific County Fire District #1 to consolidate our records and organize them in one location. While sorting through files, we will be able to either destroy any records that are beyond retention requirements or send them to the State Archives. This will help open up additional room for our growing incident call volume. Organizing our records in an onsite, single secure room will ensure that we are able to quickly find needed documents and stay in compliance with records requests.

**Amount funded:** \$9,200

### **Rochester School District**

**What types of storage issues are you facing and how is that impacting your ability to find records in a timely and efficient manner?**

Currently the majority of the district's records are being stored in a facility that has been condemned due to asbestos and outdated electrical (see attached images). The facility is not a suitable place for archived records or staff. The room is dark and the floor tiles are a trip hazard. Records are difficult to find and hard to access due to their location (we have to use flashlights to locate records). A large amount of files are unboxed, unorganized and have little or no labeling. Unboxed records are dirty and damp and at risk of being unintentionally destroyed.

**How much money are you requesting? (Please include a cost breakdown.)**

Shelving: ULINE H-5375 69x30x80 (80 box capacity) and 69x15-80 (40 box capacity) – 11 shelves at \$265 and 6 shelves at \$210 = \$4,165.00

Boxes: WSRC – 600 Boxes at \$2.50/per box = \$1,500

Total = \$5,565.00

**What do you need?**

Metal Shelving

Boxes (from Washington State Archives)

**How will this help your agency's records management and public disclosure challenges?**

Getting a grant would allow us to move our records to a facility that is safe (not condemned) and more organized. All archive records will be stored in new, clean boxes which will lessen moisture and mold damage. Having our records in a suitable area will permit all staff the ability to access needed records for public records requests more quickly (the new location is in the same building as our district office). In addition, staff comfort level of obtaining records will be improved when records are accessed in an asbestos free area.

**Amount funded:** \$5,700

### **Skagit Transit**

**What types of storage issues are you facing and how is that impacting your ability to find records in a timely and efficient manner?**

Currently our agency has two areas where records are stored; a rented storage facility for older payroll records, and a mezzanine above our maintenance shop which serves as storage for our entire agency. A small area in the mezzanine has been set aside for record retention. As a result of the limited space available for records storage, it is necessary for our agency to ensure we are not keeping files beyond their required retention periods.

Staff tasked with records retention duties are in need of training to ensure only required records are kept freeing up space that is currently taken up with unnecessary and unorganized files.

We have boxes of files that contain various types of records, minimal labeling and possibly records not required to be retained.

We are requesting training and guidance on how to manage the records, understanding retention requirements especially for non-financial documents, schedules and labeling skills.

**How much money are you requesting? (Please include a cost breakdown.)**

Cost Breakdown:

Acid Free State Archive Boxes - up to 100 boxes \$263.00

Temporary staff to help organize, purge and label boxes - 80 hours @ \$23.00 per hour = \$1,840.00

Shredding services up to 100 boxes @3.47 per box = \$347

TOTAL REQUEST \$2,450

**What do you need?**

Boxes (from Washington State Archives)

Records Destruction Services

Training on how to conduct an inventory/sort through records/apply records retention schedules

Temporary staff to assist/backfill for the project

**How will this help your agency's records management and public disclosure challenges?**

Award of this grant will allow us to inventory our records, purge what is not needed to be retained, organize the records that must be retained, label and store them for easy retrieval during audits and when responding to public information requests. This will help us utilize the small space set aside for record storage efficiently. The knowledge of what to keep and how to label will save staff time and money when both storing and retrieving records.

**Amount funded:** \$2,500

**Skamania County Public Hospital District**

**What types of storage issues are you facing and how is that impacting your ability to find records in a timely and efficient manner?**

The Skamania County Public Hospital District, while serving the entire area of the county, operates out of one main station in Stevenson, Washington. This station houses emergency response staff as well as administrative staff. The agency does not have a storage room for public records and relies on areas within our facility to stack and retain documents. The primary challenges we face are our inability to easily access file boxes, lack of file directories and inadequate markings on the boxes to indicate contents and record series. As a result, when public records requests are received, it can lengthen our response time and causes unneeded delays for our constituents. The records issues we face also create a hardship when agency staff are trying to research or prepare historical data for strategic plans and general administrative or operational needs of the agency.

**How much money are you requesting? (Please include a cost breakdown.)**

\$12,858 is our ask for this grant. We would use the money to provide salary assistance/extra hours to an existing part-time Administrative Assistant and hire (2) temporary high school or college age students to to sort, digitize and create a directory of records. Our permanent part-time Administrative Assistant would also,

at this time work with the Superintendent to archive or destruct records in accordance with applicable Record Retention schedules. The cost breakdown is as follows:

\$4,579 (Salaries/Wages/Tax Liabilities) for Administrative Assistant / 240 Hours Total

\$8,280 (Salaries/Wages/Tax Liabilities) for (2) temporary hire / 480 Hours Total (240/Hrs per position)

**What do you need?**

Boxes (from Washington State Archives)

Temporary staff to assist/backfill for the project

**How will this help your agency's records management and public disclosure challenges?**

Accurate, neat and detailed record keeping in an era where agencies have or are switching from paper to electronic documents is difficult. The importance of recording accurate file logs is cumbersome and overwhelming given the immense amount of records we are dealing with. Our hope is to review, sort and record records, creating a log that will detail type, year and location of our records. Using this log, we could easily find the digitized record and/or the original paper record depending upon the request of the individual.

**Amount funded:** \$13,000

**Skamania County PUD #1**

**What types of storage issues are you facing and how is that impacting your ability to find records in a timely and efficient manner?**

Our long-term records storage area is in an upstairs loft overlooking the main shop used by our electric and water departments. With no separation from the shop, the records storage area is covered in a heavy layer of dust throughout, has no climate control, and no fire protection. Access to the loft is by staircase, and although that cannot be changed at this point, we can better organize the area so that trips up the stairs are more efficient.

Only about one-third of our files are currently stored on shelving. The files are disorganized, with records in old, failing boxes of different sizes with little to no organization or labeling, or not stored in boxes at all but just set on shelves or on the ground. We also have no index recording what is in each box and shelf. We are unable to quickly or efficiently search our historical records in response to a public records request. The past approach of records management was just to keep everything and move files up into storage when there wasn't room for it in one's office. This has resulted in a large accumulation of unnecessary files, haphazardly stacked in the storage room.

We would use this grant funding to improve our records storage area. This includes adding a dust curtain to enclose the loft area as a records preservation technique, which will prevent dust from entering the storage area and damaging our records. We will reorganize and label all files into new standard sized file boxes and add enough shelving so that all boxes are stored up off the floor. The funding will also be used to purchase fire resistant file cabinets to use for the most sensitive files, such as payroll records. To complete this project in a timely manner will require additional labor beyond what we have available in house, so our grant request includes temporary staff to assist with cleaning and organizing the records area, setting up shelving, sorting files, labeling and filling boxes, and creating an index.

Skamania PUD has been actively working on our records management program. We have sent staff to trainings in records retention, take part in the NWPPA Records Retention Roundtables, and have had in house trainings.

Tracy Rebstock, with the Washington State Archives, has come to our PUD and given records management training to all PUD staff members as well as worked with staff to evaluate existing files for records retention and destruction or sending to State Archives. We have already sent 16 boxes of files to the State Archives and have properly destroyed 24 boxes of files in the past few months based on Ms. Rebstock's recommendations. Getting this grant would greatly help us continue this process we have already started. We have a sense of urgency with this project because our key person that manages our records retention is approaching retirement and we want to have our processes in place and our files organized prior to her departure.

**How much money are you requesting? (Please include a cost breakdown.)**

Fire-resistant file cabinet – ULINE Model H-4806 – 8 at \$1,279 = \$10,232  
Record storage rack - ULINE Model H-5377 69x15x84" – 6 at \$240 = \$2,400  
Record storage rack - ULINE Model H-5378 69x30x84" – 6 at \$287 = \$1,435  
Bankers Box - Staples Item 18368, Model 00789 12ct – 20 at \$45 = \$900  
Bankers Box Checks File - Staples Item 18368, Model 00706 12ct – 10 at \$102 = \$1,020  
Dust Curtain – ULINE Model H-4955 Industrial curtain wall - 12 X 10' – 3 at \$295 = \$885  
Sales Tax - \$1,298  
Shipping/Handling - \$437  
Temporary Staff – 1000 hours at \$15.00/hr = \$15,000  
Total - \$33,607

**What do you need?**

Metal Shelving  
Boxes (from Washington State Archives)  
Temporary staff to assist/backfill for the project

**How will this help your agency's records management and public disclosure challenges?**

This project would support our ongoing efforts to sort, index, and file our records in an organized manner. It will also allow us to evaluate our files for compliance with the retention schedule and properly destroy those records no longer needed. We have had extensive public records request in the past and have had trouble finding the appropriate records with our present disorganized setup. We also have a history of keeping records far beyond what the destruction retention schedule specifies; therefore creating large numbers of excess documents that staff must search through manually when responding to public records requests. Once this project is complete we plan to apply for future grants to work on digital imaging and electronic file management.

Our storage area has no fire protection so we have included the purchase of fire-resistant file cabinets for storing our most sensitive documents. We are also requesting the purchase of dust curtains to close off the loft storage area from the adjacent shop area used by our mechanics, water crews, and electric crews. The dust curtain would serve as a preservation technique for our records by preventing the heavy buildup of dust that currently accumulate from the adjacent shop.

**Amount funded:** \$32,000

**Sunnyside School District**

**What types of storage issues are you facing and how is that impacting your ability to find records in a timely and efficient manner?**

The Sunnyside School District has just over 6,700 students and approximately 900 staff. Our District is more than 120 years old with student records dating back to 1905. Currently, the records are scattered across our eight school buildings and various warehouses. Some records are in deteriorating boxes. In a District of our size, with limited staff assigned to coordinate records retention practices and procedures, we find ourselves with a decentralized record keeping system. This has made it difficult to inventory and retrieve the records we have. In 2017, the District designated a central location for our student records. We were able to equip it with a lot of the supplies we need to now start the organization phase of our records retention project. The essential piece we lack is the staffing to dedicate to this project. Our schools have each been responsible for their student records archiving. Our goal is to relocate these student files to our central location.

In addition to the goals we have to centralize our student records, the District also has organization records that are currently stored in different warehouses. These records also need to be reviewed for retention purposes, and we hope to condense these records with the intent to centralize these records as well.

In both situations listed above, not having these records in a central location and organized limits our ability to quickly and efficiently provide records. Additionally, requestors make unnecessary trips or phone calls to different schools trying to locate their records.

**How much money are you requesting? (Please include a cost breakdown.)**

Destruction Services- CI Information Management (shredding services)- 20 64 gallon bins at \$31.5 each = \$630.00

Temporary Staff- 250 hours at \$13.46/hour = \$3,365.00

Legal Bankers Boxes- 4 Packs of 4 at \$38.59= \$154.36

Grand Total = \$4,149.36

**What do you need?**

Records Destruction Services

Temporary staff to assist/backfill for the project

**How will this help your agency's records management and public disclosure challenges?**

This grant will allow us to move forward with our records management project. Having someone dedicated to this project will help us review our records and purge records that have met their retention period. It will also allow us to organize our records so we can search for records more efficiently, in a timely manner and in one location.

**Amount funded:** \$4,200

**Toledo School District #237**

**What types of storage issues are you facing and how is that impacting your ability to find records in a timely and efficient manner?**

Due to space constraints, our district utilizes an offsite storage room, located at our middle school. While the location poses a slight access issue, the lack of organization, shelving and shortage of quality boxes prohibits fast, easy access to our records. We are so far behind in organizing that our filing has become an overwhelming and daunting task that continues to not be addressed. There is no rhyme or reason to the boxes of records piled in our storage room, finding a specific file is time consuming and laborious. This space needs so much attention it has been dubbed "the pig room".

**How much money are you requesting? (Please include a cost breakdown.)**

Cost break down:

17 Metal Shelves 69" X 15" X 84"- ULINE - \$3,570 (\$210 ea.) plus \$160 shipping Total = \$3,730

400 Boxes- WSRC- \$1,192 (\$2.98 ea.)

Records Destruction Services- LeMay - \$500 (\$80 per 90 gallons of shred materials)

Training on how to conduct an inventory/sort through records/apply records, retention schedules- Free service

Temporary staff to assist/backfill for the project- 160 hours @ \$17 hourly= \$2,720

10 Drawer Blue Print Filing Cabinet- \$600

**What do you need?**

Training on how to conduct an inventory/sort through records/apply records retention schedules

Temporary staff to assist/backfill for the project

Metal Shelving

Boxes (from Washington State Archives)

Records Destruction Services

10 Drawer Blue Print Filing Cabinet

**How will this help your agency's records management and public disclosure challenges?**

Implementing a process for filing and inventory/tracking will be the foundation our district needs to help us maintain a filing system that is user friendly and helps us comply with audit and public records requests requirements.

Additionally, our shelving is very limited forcing us to store the majority of our boxes on the floor. The boxes are stacked so high they are not only difficult to access they are bent and caved in. In order for us to obtain information from a box on the bottom of the stack we have to move all of the boxes on top, increasing the time spent retrieving information. This creates a safety concern for staff.

Training and assistance with inventory, sorting and retention schedules will allow us to purge records no longer needed and organize and label the ones that must be retained. Essentially this process will allow us to start with a "clean slate" and make it easier to respond to community needs.

New shelving will allow us to:

- move boxes from the floor onto shelving units allowing an easier, more ergonomic solution to accessing records
- eliminate the need to store boxes on the floor where they are more likely to get misplaced, wet or damaged
- more easily inventory and track files and records
- cut back on the search time for records
- comply with retention schedules
- readily access records for audit and public records request requirements

**Amount funded:** \$8,800

**Town of Coupeville**

**What types of storage issues are you facing and how is that impacting your ability to find records in a timely and efficient manner?**

The Town of Coupeville does not have a staff member whose sole responsibility is managing our archives. As a result, we have 4 staff members who regularly file and access records from the archives for a variety of reasons.

All of our Address Files are kept in the archives. These files are currently housed in a variety of file cabinets and the cabinets are not all next to each other. Additionally, the Planning Director has found that many of the files are over-stuffed, poorly organized and difficult to access. The cabinets are old, in some cases broken, and the drawers have been stuffed beyond capacity.

Our goal is to make these files more accessible, easier to find, and to provide more space for growth, while simultaneously improving organization. Our solution is to convert our address files from vertical to lateral storage. In order to accomplish this goal, we will need to purchase lateral filing cabinets, lateral file folders, and hire a temporary employee to work on the conversion. We estimate each file drawer will take an average of 1 hours to organize into lateral files, including new file creation, and a brief review of the contents to ensure they are filed in the correct Address File.

We currently have 33 four-drawer filing cabinets, and 9 two-drawer filing cabinets that house our Address Files. Each drawer is 14 inches wide, and 17 inches deep. Each shelf in a letter-sized lateral file can hold approximately two drawers worth of files.

We will need 13 six-shelf units to provide the same amount of filing space, with a little room to grow.

In addition to the Address Files, the Archives house our permanent records related to projects, legal matters, capital expenditures, personnel and payroll. With the exception of the personnel and payroll records, all of these files are kept in file boxes on wooden shelves. Staff constructed the shelves a number of years ago and they are not quite wide enough for four file boxes, so many of the boxes are on their sides.

Since 2014 we have paid special attention to the way these boxes are labeled and have implemented a standard of labeling each box not only with its contents, but also the retention information and destruction date where applicable. The shelving that was constructed inhibits efficient use of the space we have, and the need to lay boxes on their sides makes accessing the records inside extremely difficult.

It is our goal to remove all of the existing shelving and replace it with sturdy metal shelving that will accommodate all of the boxes without having to set any on their side. We currently have 240 boxes stored on these shelves, as well some other miscellaneous items.

In order to accomplish this goal we will disassemble the existing shelving and then install the new shelving. We are asking for grant funds to purchase the new shelving.

Finally, we have approximately 85 rolled files stored in large boxes on the floor and 35 flat files stored in a make-shift hanging rack. We would like to install a system for the rolled files to organize them and keep them off of the floor, and purchase an additional flat file so we have enough room to accommodate the files that are currently hanging.

**How much money are you requesting? (Please include a cost breakdown.)**

Grand Total: \$19,214.17

Cost Breakdown:

Address File Project – \$13,747.24

Six Shelf Open Lateral File Shelving Unit, 36"W x 16.5"D x 75.25"H – Tennesco – #30060

13 units at \$569 each \$7,027.15

Shipping \$1,264.89

Tax	\$ 721.40
Total	\$9,013.44
Smead® End-Tab Fastener Folders with Full Pockets, Letter Size, Manila, Pack Of 50	
20 Units at \$91.19 ea	\$1,823.80
Temporary Staff –	
1 hours per drawer, 150 drawers, at \$19.40/hr =	\$2,910.00
File Box Storage Project – \$1,319.62	
Shelving – ULINE H-5378 69”x 30”x 84” (80 box capacity) –	
4 shelves at \$265 each	\$1,060.00
Shipping	\$ 154.01
Tax	\$ 105.61
	\$1,319.62
Rolled File Storage Project – \$2,847.30	
Safco 16 Tube Steel Roll Files 3 ¼ sq X 38" Tubes -	
6 units \$ 376.57 each	\$2,259.42
Shipping	\$ 360.00
Tax	\$ 227.88
	\$2,847.30
Flat File Storage Project – \$1,300.01	
Safco® Closed Base For 5-Drawer Flat File Cabinets, 6"H x 46 3/8"W x 35 3/8"D, -	
1 units \$ 292.99 each	\$ 292.99
Sandusky® 5-Drawer Flat File, 16 1/8"H x 40 3/4"W x 28 3/8"D -	
2 units \$ 519.99 each	\$1,039.98
Shipping	\$ 155.99
Tax	\$ 104.04
	\$1,300.01

**What do you need?**

Temporary staff to assist/backfill for the project  
Metal Shelving

**How will this help your agency’s records management and public disclosure challenges?**

Getting this grant will allow us to inventory our Address Files to ensure the proper records are stored in the correct file. The records will be stored in a functional, efficient system that will allow staff to access them quicker when we receive requests. The records we currently store in boxes will be kept in a manner that allows easier access (files won’t be falling out as boxes are removed from the shelf), and it will be easier to maintain the shelves for future records without compromising the chronological order of the boxes. Having our records organized and stored in a easy to navigate order will allow us to find records quickly for public records requests and save us from spending hours of staff time trying to find the correct record.

**Amount funded:** \$19,300

## **Town of Index**

### **What types of storage issues are you facing and how is that impacting your ability to find records in a timely and efficient manner?**

Our file cabinets are packed full so current filing requires using muscle force to stuff pages in. It is extremely difficult to find anything being stored in such a manner. Some of these items are past the date of needing to be retained and some of them need to be pulled from the filing cabinets and filed in file boxes in the storage room with like materials and labeled. The shelves in the filing room are very high and out of reach requiring an 8ft ladder to access and the boxes are heavy and dilapidated. All the boxes need sorting and items either need to be repacked and better labeled (some are labeled by year, some by letter, some aren't labeled at all, but I do not know what is actually in any of these) or items past retention requirements that need to be destroyed.

We have a wall of binders dating back to pre-internet days that need to be gone through and pages need to be either placed in file boxes or a fireproof filing cabinet, and labeled or destroyed.

We have piles of maps that need to be better organized, labeled, or destroyed. They are deteriorating in the current manner in which they are stored.

It is known that we have some very old documents of historic significance mixed amongst the other items and not labeled in the storage room. This grant would allow us to make the first step in preserving them in proper manner.

### **How much money are you requesting? (Please include a cost breakdown.)**

4 Fire-Resistant File Cabinets - 4 Drawer = \$1329.00 each

2 Boxes of 100 File Folders, Letter Size, 1/3 Cut = \$19.99 each

8 Hanging File Folders, Letter Size, Box Of 25 = \$10.99 each

10 Archival Buffered Boxes 12 x 15 x 10 = \$16.55 each

1 Paper Shredder 20 -Sheet Cross-Cut Commercial Grade = \$399.99

Shelves = \$200.00

2 mil Polyethylene Roll Storage Bags pack of 25 = \$71.15

15 E-flute multipurpose archival boxes 16 x 20 x 5 = \$21.60 each

300 Labor Hours for current and temporary staff @ \$16.91 per hour (includes necessary official record retention training for current staff)

= \$11,676.55

### **What do you need?**

Boxes (from Washington State Archives)

Training on how to conduct an inventory/sort through records/apply records retention schedules

Temporary staff to assist/backfill for the project

### **How will this help your agency's records management and public disclosure challenges?**

We are a small town with a small budget so, although we can keep up with the day to day work, we don't have the time and resources to get our storage room up to date in a timely manner. Also, when we do receive records requests it puts a lot of distress on the staff as there are only a few of us and we are all limited to part-time. Being awarded this grant would allow us to get our records in a manageable situation that can easily be maintained in the years to come, and also alleviate the financial and mental burden that currently comes along with requests as we climb ladders to dig through unlabeled piles and boxes to find documents. In addition, official record retention training will help staff have a better handle on maintaining records in the future. Once

everything has been gone through and properly filed/labeled and an index is made of what is where, we will not only be able to stay up to date with record retention, but we will be able to fulfill future public records requests in a timely and accurate manner. This grant would help us have a much-needed fresh start in our storage room.

**Amount funded:** \$11,700

### **Town of South Prairie**

#### **What types of storage issues are you facing and how is that impacting your ability to find records in a timely and efficient manner?**

The file rooms are very small and they are extremely disorganized. A lot of the files are in old deteriorating boxes with no labels; and some of the boxes are sitting on the floor. We have very little room to squeeze into the rooms to get to the files. Additional shelving is needed to store boxes after the records are inventoried and dis-positioned for either Archives or destruction. We do not have an index of the contents in these boxes; and it makes it difficult to locate records.

#### **How much money are you requesting? (Please include a cost breakdown.)**

Cost Breakdown:

Shelving - Office Depot WorkPro Premier Laminate Adjustable Shelving, Item #551199 48x18x72 (16 box capacity) - 2 shelves at \$159.99 each = \$319.98 + Shipping = \$350

Boxes - WSRC - 32 boxes at \$2.50/per box = \$80.00

Destruction Services - LeMay Mobile Shredding - 75 banker boxes = \$680.00

Temporary Staff - 150 hours at \$13.00/hr. = \$1950.00

Total: \$3060.00

#### **What do you need?**

Metal Shelving

Boxes (from Washington State Archives)

Records Destruction Services

Training on how to conduct an inventory/sort through records/apply records retention schedules

Temporary staff to assist/backfill for the project

#### **How will this help your agency's records management and public disclosure challenges?**

Obtaining a grant would allow us to inventory, organize and label the records, making it easier to locate. Records would be stored in new, clean boxes on shelves instead of on the floor. We would be able to dispose of records that have met the retention requirements and transfer records to the State Archives, making it easier to access the remaining records in the file rooms. This would save staff time and allow us to locate records for PRRs in a more timely fashion.

**Amount funded:** \$3,100

## **Valley View Sewer District**

### **What types of storage issues are you facing and how is that impacting your ability to find records in a timely and efficient manner?**

A lack of shelving and security for our file room. This organization will allow us to respond to public records requests in a more efficient and timely manner.

### **How much money are you requesting? (Please include a cost breakdown.)**

1 LEGAL 4 DRAWER FILE CABINET @ \$349.99, 1 ALERA 4 SHELF WIRE RACK @ \$149.99, 6 LOCKING FILE BOXES @ 52.99 A PIECE (TOTAL \$317.94). TOTAL COST \$817.92+ TAX \$83.43= GRAND TOTAL \$901.35

### **What do you need?**

Metal Shelving  
File cabinet and locking file boxes.

### **How will this help your agency's records management and public disclosure challenges?**

Keep records that need to be retained safeguarded.

**Amount funded:** \$1,000

## **West Thurston Regional Fire Authority**

### **What types of storage issues are you facing and how is that impacting your ability to find records in a timely and efficient manner?**

Our fire department is comprised of three individual districts (Grand Mound #14, Rochester #11, and Littlerock #1) which combined to form a Regional Fire Authority in 2011. Up to that point, each fire department maintained critical records (personnel, medical incident reports, fire investigations, board minutes, financial documents) in whatever space or holding vessel was available. Also retained were every piece of paper that had anything resembling important notes on it, unidentified/undated pictures of personnel, drill rosters, copies of copies of training records, and other documents way beyond their retention period. Each fire district stored and marked documents differently, so to find a personnel record from one fire district requires going through several boxes/file cabinets all marked "Personnel" to find the appropriate document.

A storage space was eventually created for all records and documents and nonessential items to be stored, and we have obtained archive boxes and shelving to store records. In September 2016 we hired a temporary part time person for six months to start the task of going through each box and file cabinet to determine which documents needed to be kept, which ones needed to be permanently archived, and which ones could be destroyed. The goal is to get the paper documents in order and then develop a solid system for managing and storing our records (hard copy and electronically) in the future.

We are now one year past our goal end date and we are not even close to finishing (attached is a recent picture of our records storage space.) The task of reviewing each document type to determine the appropriate retention period is very time-consuming, and we continue to find long-lost boxes of documents at our fire stations which add to the volume. This only puts us further behind, and we have been unable to gain any progress towards an organized, indexed, safe and secure records retention space. Luckily we have been able to meet our public records requests to-date, but as we add more records without any protocol or specific

operations process, we will begin to lose that effectiveness and risk fines for noncompliance. We also have items of potential historical significance value that need to be reviewed by community leaders (chiefs, board members) to determine the proper disposition of these items.

**How much money are you requesting? (Please include a cost breakdown.)**

We would like to increase the hours of our half-time Admin Assistant on a temporary (18 month) basis to allow her extra dedicated time to focus on our records project. We plan to increase her hours by 20 hours each week (4 hours/day) which she will use to finish reviewing all the documents and preparing them for retention, archival or destruction; and possibly scanning for electronic reference/storage. She is paid at \$15/hour plus related benefits, so the costs for this project would be \$24,540 as shown below:

Salary: 1,440 hours (80 additional hours/month X 18 months) X \$15/hour = \$21,600	
OASI/Medicare/Retirement/LNI	= \$ 2,940
Total Project Costs	= \$24,540

**What do you need?**

Temporary staff to assist/backfill for the project

**How will this help your agency's records management and public disclosure challenges?**

These grant funds will allow us to dedicate more resources to our records to ensure they are properly stored in archival-standard boxes, marked and indexed appropriately, scanned for electronic storage/reference, and all records beyond their retention life are documented and destroyed as necessary. Records will be consolidated by their type and retention period, and our process for retaining and pulling records for public records requests will be more efficient. Items deemed to be of historical significance will be safely stored and archived for future generations instead of languishing in a beat-up boot box to deteriorate.

**Amount funded:** \$24,600